



Washington, D.C. 20505

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MEMORANDUM FOR: Director, Office of Management and Budget

ATTENTION: Robert P. Bedell
Deputy Administrator
Office of Information and Regulatory Affairs
NEOB Room 3235
Washington, DC 20503

21 APR 1986

SUBJECT: Central Intelligence Agency
Annual Privacy Act Report - 1985 - Section II

In accordance with the OMB memorandum of 16 January 1986,
forwarded herewith is the Central Intelligence Agency Annual
Report on the Privacy Act for Calendar Year 1985 - Section II.

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Richard J. Kerr
Deputy Director
for
Administration

Attachment

CIA ANNUAL PRIVACY ACT REPORT FOR 1985 - SECTION II

This Annual Report is keyed to the instructions transmitted with the OMB memorandum of 16 January 1986 from Robert P. Bedell, Office of Information and Regulatory Affairs, entitled "Privacy Act Materials."

PUBLIC NOTICE

No publications are issued by the CIA to supplement information provided in the Federal Register. The Coordinator's staff accepts phone calls, local and long distance, from the public and provides guidance on the submission of requests.

MICRO COMPUTER POLICY AND AUTOMATION

We are currently conducting a re-survey of all Privacy Act records systems to determine compliance with the publications requirements of the Privacy Act. The results of this extensive survey are not yet available, but will be provided in the 1987 report.

FOIA/PA RELATIONSHIP

As stated in the Federal Register, it is the policy of this agency to process requests for a person's own file under the Privacy Act, if the requester qualifies. We explain this to the requester in our acknowledgment letter, assuring him/her that the search under either Act is the same. If the requester--for whatever reason--wants processing under the Freedom of Information Act alone or under both Acts, we will do as he/she wishes.

MATCHING PROGRAMS

Not applicable. This agency does not participate in any matching programs.

PRIVACY ACT TRAINING

Training in FOIA/PA processing is required for employees dealing with these Acts and available to others on request. Our primary training vehicle is the FOIA/PA Seminar, which is an internal training course conducted three or four times a year as needed by the Office of Training and Education. It is a fairly intensive two-day course consisting of lectures and hands-on experience and is for all levels of personnel. No statistics are kept as to percentages of employees at various grade levels who have had such training; it is the supervisors' responsibility to see that personnel dealing with the Acts are properly trained. In addition, the Agency holds an FOIA/PA Symposium, generally once a year, for employees involved in these Acts. The usefulness of all training courses is judged by end-of-course questionnaires and course content is adjusted accordingly.

Regarding the use of "other Privacy Act training," in 1985 several Agency employees attended the Seventh Annual Symposium on the Freedom of Information and Privacy Acts: Update on a New Era, which was sponsored by the Government Executive Institute, U.S. Office of Personnel Management. We send an average of four or five people each year to this symposium. Overall, our employees were satisfied with this training, although some feel it is rather superficial. Each person attending is asked to submit a review of the course to the CIA's Office of Training and Education.

We have no suggestions for further Privacy Act training.

OIS/IPD [redacted] (20 March 1986)

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